



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From**            **January 2021 to January 2022**

**Charity name: West Hanningfield Village Hall**

**Charity registration number: 301430**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<b>To provide West Hanningfield with a village hall which is available for hire to all members of the community and the wider area without discrimination, recognising the needs of the local community and thereby contributing to and promoting community cohesion.</b>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<b>Hire of the village hall and its amenities, for local clubs, interest groups and as a venue for celebration.</b>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	<b>The trustees are fully informed of their roles and responsibilities.</b>

### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	<b>The charity will seek where appropriate, the award of grants which benefit the upkeep and facilities available at the premises.</b>
Policy on social investment including program related investment	Para 1.38	<b>The committee support the local interest groups in their use of the facility and seek to build community spirit through a range of inclusive events and activities</b>
Contribution made by volunteers	Para 1.38	<b>The committee will also contribute their own time into the running of the charity and holding of public engagement events; which may attract donations and generate revenue to support the project of building a new village hall.</b>

		<b>Regular work parties are arranged, attended by volunteer villagers to help maintain the hall and the surrounding area.</b>
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<b>The management committee regularly hold the following events:</b>  <b>Bi-Monthly:</b> <b>Afternoon tea</b>  <b>Quarterly:</b> <b>Quiz nights</b> <b>Bingo</b>  <b>Annually:</b> <b>Plant sale</b> <b>Fun Dog Show</b> <b>Santa Sleigh Drive through (Christmas)</b> <b>Spooky Drive through (Halloween)</b> <b>Calendar Photographic competition</b> <b>Community Christmas Event</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	
Other		

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<b>The charity has reduced its funds since the previous year by £4,934</b>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	<b>Reserves are being held to fund the build of a new village hall.</b>
Amount of reserves held	Para 1.22	<b>£ 38,726</b>
Reasons for holding zero reserves	Para 1.22	<b>No reason. 6 months minimum reserves are the policy so that the community, stakeholders and hirers have notice of the charities potential closure.</b>
Details of fund materially in deficit	Para 1.24	<b>None</b>
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	<b>Should the new village hall project not come to fruition, the building will become further fatigued and need to be demolished as it becomes derelict. The ongoing cost of maintenance is rising and the trustees will need to consider closing the venue as a matter of safety and financial responsibility.</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<b>Revenue from hire, fundraising at the management committee events, grants from various agencies.</b>
Investment policy and objectives including any social investment policy adopted	Para 1.46	<b>To maintain the growth of reserve funds such that the cost of a new village hall will not need to be burdened solely by the local taxpayers. To improve community spirit within the small village.</b>
A description of the principal risks facing the charity	Para 1.46	<b>Vandalism and crime against the building and its grounds which has previously and could again cost money to rectify or put the security/safety of the premises into doubt. Deteriorating condition of the hall, cost of ongoing repairs and maintenance. Ability to raise sufficient funds to construct a new village hall.</b>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	<b>LEASE AND TRUST DEED DATED 2 MAY 1969</b>
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	<b>Unincorporated association</b>
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<b>Recommendation and nomination made by committee member at (monthly) management committee meeting. Open vote held whether to admit candidate. Nomination at general meeting, e.g. AGM</b>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<b>Rural Community Council of Essex (RCCE)</b>
Relationship with any related parties	Para 1.51	
Other		

## Reference and Administrative details

Charity name	West Hanningfield Village Hall
Other name the charity uses	N/A
Registered charity number	301430
Charity's principal address	West Hanningfield Village Hall Church Road West Hanningfield Chelmsford Essex CM2 8UJ

### **Names of the charity trustees who manage the charity**

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Lee Davies	Chair		
2	Lesley Masterson	Secretary		
3	Daniel Crane	Treasurer		
4	Adrian Applewhite	Deputy Chair		
5	Paula Davies	Bookings Manager		
6	Derek Paxman	New Hall Working Group Chair		
7	Paul Irvine			
8	Bernice Turner			
9				
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20				

Corporate trustees – names of the directors at the date the report was approved

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)		
Position (eg Secretary, Chair, etc)		
Date		

# West Hanningfield Village Hall

## Statement of Financial Activities

Year End 31 March 2022

	Unrestricted Funds		Restricted Funds		2022 Total Funds	2021 Funds
Receipts						
Rental	£	4,428	£	-	£ 4,428	£ 165
Solar Panels	£	1,121	£	-	£ 1,121	£ -
Interest	£	-	£	-	£ -	£ -
Grants	£	13,574	£	-	£ 13,574	£ 19,332
Misc	£	1,658	£	-	£ 1,658	£ 2,096
Fundraising	£	2,079	£	-	£ 2,079	£ 890
Gift Aid	£	479	£	-	£ 479	£ -
Donation	£	3,421	£	-	£ 3,421	£ 1,130
Amazon Smile	£	77	£	-	£ 77	£ -
New Village Hall Income	£	-	£	-	£ -	£ -
Subtotal Receipts	£	26,838	£	-	£ 26,838	£ 23,613
Assets & Investments Sale						
none	£	-	£	-	£ -	£ -
Subtotal Assets&Investments Sales	£	-	£	-	£ -	£ -
Expenditure						
Chelmsford City	£	110	£	-	£ 110	£ -
Liabilities	£	-	£	-	£ -	£ -
Water	£	151	£	-	£ 151	£ 244
Insurance	£	1,127	£	-	£ 1,127	£ 1,088
Electricity	£	509	£	-	£ 509	£ 1,440
Cleaning	£	1,218	£	-	£ 1,218	£ 592
Safety	£	272	£	-	£ 272	£ 159
Maintenance	£	977	£	-	£ 977	£ 1,040
Misc	£	1,164	£	-	£ 1,164	£ 282
Exceptional Expenditure	£	3,038	£	-	£ 3,038	£ 9,811
Security	£	-	£	-	£ -	£ 460
Fundraising Supplies	£	1,682	£	-	£ 1,682	£ 80
New Village Hall Costs	£	21,523	£	-	£ 21,523	£ 1,875
Subtotal Expenditure	£	31,771	£	-	£ 31,771	£ 17,071
Asset & Investment Purchases	£	-	£	-	£ -	£ -
none	£	-	£	-	£ -	£ -
Subtotal Asset&Investment Purchase	£	-	£	-	£ -	£ -
<b>NET INCOME (-EXPENDITURE)</b>	<b>-£</b>	<b>4,934</b>	<b>£</b>	<b>-</b>	<b>-£ 4,934</b>	<b>£ 6,542</b>
<b>Cash Balance Brought Forward</b>	<b>£</b>	<b>43,660</b>	<b>£</b>	<b>-</b>	<b>£ 43,660</b>	<b>£ 37,118</b>
<b>Balance Carried Forward</b>	<b>£</b>	<b>38,726</b>	<b>£</b>	<b>-</b>	<b>£ 38,726</b>	<b>£ 43,660</b>

### FUNDRAISING Overview

Income (donations)	£	6,057	£	-	£ 6,057
Expenditure (incidental costs)	-£	1,682	£	-	-£ 1,682

### BUSINESS OPERATIONS overview

Income (rent, grants and sales)	£	20,781	£	-	£ 20,781
Expenditure (Hall running costs)	-£	8,566	£	-	-£ 8,566

### NEW HALL Overview

Income (grants)	£	-	£	-	£ -
Expenditure (planning amd build)	-£	21,523	£	-	-£ 21,523



# West Hanningfield Village Hall

## Statement of Assets and Liabilities

Year End 31 March 2022

	2022	2021	2020
CASH FUNDS			
Barclays Current Account	£ 761	£ 761	£22,761
Barclays Savings Account	£ 1,272	£ 1,272	£1,271
Metro Bank Business Current Account	£ 15,692	£ 41,516	£11,495
Metro Bank Savings Account	£ 22,012	£ -	£ -
Subtotal CASH IN BANK	£ 39,737	£ 43,549	£ 35,527
OTHER MONETRY ASSETS			
none	£ -	£ -	£ -
INVESTMENT ASSETS			
none	£ -	£ -	£ -
ASSETS RETAINED FOR THE CHARITIES OWN USE			
Hall Premesis and equipment	£ -	£ -	£ -
LIABILITIES			
items 123 and 124 paid in next FY	£ 1,009	£ -	£ 204
TOTAL FINANCIAL ASSETS	£ 38,728	£ 43,549	£ 35,323

### DETAILS OF RESTRICTIONS AND EXCEPTIONS

Accounts Prepared by  
Daniel Crane  
Trustee - Treasurer

21/11/2022

Accounts Authorised by (on behalf of trustees)  
Lee Davis  
Trustee - Chairperson

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ID	Source	Ref	Type	Cost	Date of invoice	Date paid	Remuneration ! Cheque#
69	Chubb	Extinguisher service	Safety	£136.08	13/03/2021	15/04/2021	
70	Banks wood and partners	Quantity surveyer	New Village Hall Costs	£1,500.00	31/03/2021	15/04/2021	
71	Ian Anderson	New Worktops for kitchen	Maintenance	£360.00	28/04/2021	28/04/2021	
74	Various - in envelope	Flower and garden sale, kitchen and promo	Fundraising Supplies	£97.18	02/06/2021	09/06/2021	Lesley
75	Screwfix	Materials for floor levelling	Maintenance	£24.98	09/04/2021	09/06/2021	Paul
76	Various - in envelope	Kitchen refurb	Maintenance	£277.12	20/05/2021	09/06/2021	Lee
79a	Asda	Afternoon tea	Fundraising Supplies	£5.95	19/06/2021	27/06/2021	Lesley
79b	Makro	Some afternoon tea, cleaning supplies	Cleaning	£53.84	19/06/2021	27/06/2021	Lesley
80ab	Tradepoint	New kitchen hall repairs	Maintenance	£85.35	26/04/2021	27/06/2021	Derek
80c	Ryders rosettes	Rosetts for dog show	Fundraising Supplies	£42.90	17/06/2021	27/06/2021	Derek
82	Poundland	Teaspoons and knives	Misc	£5.00	25/06/2021	27/06/2021	Lesley
83	Maria Lawrence	Cleaning April	Cleaning	£84.00	04/06/2021	14/07/2021	
84	Be Nice and Clean	Cleaning June	Cleaning	£150.00	02/06/2021	14/07/2021	
85	Tesco	Coffee morning and dogshow	Fundraising Supplies	£267.76	10/07/2021	14/07/2021	Lesley
86	Costco	Cooler box for events	Fundraising Supplies	£64.99	02/07/2021	14/07/2021	Lesley
87	Amazon	Dog show supplies and paper	Fundraising Supplies	£15.03	03/07/2022	14/07/2021	Lesley
88	Amazon	Paper and Laminating puches	Fundraising Supplies	£15.93	01/07/2021	14/07/2021	Lesley
89	Be Nice and Clean	Cleaning July	Cleaning	£105.00	14/08/2021	11/08/2021	
90	Various	Dog show receipts	Fundraising Supplies	£330.93	11/07/2021	11/08/2021	Lee
91	Munday and Cramer	RIBA stages 0-2pt2	New Village Hall Costs	£1,680.00	27/04/2021	11/08/2021	Lee
92	Be Nice and Clean	Cleaning August	Cleaning	£90.00	01/08/2021	12/08/2021	
93	Be Nice and Clean	Cleaning September	Cleaning	£131.25	14/10/2021	10/10/2021	
94	Instaprint	New hall posters	New Village Hall Costs	£120.99	05/10/2021	10/10/2021	Lesley
95	Pep Ltd	Display boards hire - new hall	New Village Hall Costs	£408.00	06/10/2021	10/10/2021	
96	eBay and Amazon	New lighting and Projector	Misc	£373.10	12/09/2010	10/10/2021	Dan
97	Amazon and Dancover	Gazebo - covid	Exceptional Expenditu	£3,038.36	12/10/2021	31/10/2021	Lee
98	RCCE	New hall consultation and postage	New Village Hall Costs	£621.68	11/11/2021	21/11/2021	
99	Be Nice and Clean	Cleaning October	Cleaning	£120.00	14/11/2021	21/11/2021	
100	Norris and Fisher	Liability Insurance	Insurance	£1,126.75	28/10/2021	22/11/2021	
101	Instaprint	2021 Calendars	Fundraising Supplies	£196.68	29/11/2021	01/12/2021	Lesley
102	RCCE	Public consultation report analysis	New Village Hall Costs	£252.00	25/11/2021	19/12/2021	
103	Various	Christmas Event	Fundraising Supplies	£195.66	01/12/2021	19/12/2021	Lesley
104	Tesco and CCC	Spooky disco and Christmas drive	Fundraising Supplies	£73.83	24/11/2021	19/12/2021	Paula
105	ScrewFix Amazon Aliexpress	Lighting and timer Switches	Maintenance	£84.54	02/12/2021	19/12/2021	Dan
106	Be Nice and Clean	Cleaning November	Cleaning	£108.75	02/12/2021	19/12/2021	
107	Chelmsford City	Planning Discussion	New Village Hall Costs	£1,090.00	01/11/2021	01/11/2021	
108	Chelmsford City	Business Rates	Chelmsford City	£109.77	01/07/2021	08/12/2021	
109	Crystal Print	Public consultation prints	New Village Hall Costs	£626.00	12/10/2021	20/12/2021	Lee
110	Be Nice and Clean	Cleaning December	Cleaning	£56.25	15/12/2021	15/01/2022	
111	Be Nice and Clean	Cleaning January	Cleaning	£67.50	31/01/2022	08/02/2022	
112	FA Bartlett Tree surgery	New hall tree / Bat survey	New Village Hall Costs	£1,074.00	28/01/2022	08/02/2022	
113	James Wiffen	Kitchen Roof repair	Maintenance	£145.00	26/01/2022	08/02/2022	
114	RCCE	2022 2023 membership	Misc	£66.00	01/02/2022	08/02/2022	
115	Herpetalogic	Ecological Survey	New Village Hall Costs	£712.20	16/02/2022	23/02/2022	
116	Aldi	Bottle Stall Tombola	Fundraising Supplies	£74.98	30/11/2021	23/02/2022	Paula
117	Be Nice and Clean	Cleaning February	Cleaning	£75.00	15/03/2022	15/03/2022	
118	Amazon	Two coffee urns hot water dispensers	Misc	£75.98	01/03/2022	15/03/2022	Paula
119	Zoom	2022-2023 subscription	Misc	£143.88	11/03/2022	11/03/2022	
120	Munday and Cramer	Stage 3,-4a Planning application	New Village Hall Costs	£12,538.00	02/03/2022	24/03/2022	
121	Chubb	Extinguisher service	Safety	£136.08	04/03/2022	24/03/2022	
123	Be Nice and Clean	Cleaning March	Cleaning	£108.75	31/03/2022	02/05/2022	
124	Munday and Cramer	Principal Designer support	New Village Hall Costs	£900.00	31/08/2022	02/05/2022	
	Bulb		Electricity	£50.00		08/04/2021	
	ANGLIAN WATER BUSI		Water	£57.64		24/05/2021	
	BULB ENERGY		Electricity	£50.00		10/05/2021	
	BULB ENERGY		Electricity	£50.00		10/06/2021	
	BULB ENERGY		Electricity	£50.00		12/07/2021	
	Cash Withdrawal	Float for Dog Show	Fundraising Supplies	£300.00		06/07/2021	
	BULB ENERGY		Electricity	£50.00		10/08/2021	
	Setfords Law Ltd Client A/C W5497/1	Legal Advice for charities inc registration	Misc	£500.00		09/08/2021	
	BULB ENERGY		Electricity	£50.00		10/09/2021	
	Chelmsford City	Bin Bags	Cleaning	£67.80		24/09/2021	
	BULB ENERGY		Electricity	£50.00		11/10/2021	
	BULB ENERGY		Electricity	£50.00		10/11/2021	
	ANGLIAN WATER BUSI		Water	£93.74		23/11/2021	
	BULB ENERGY		Electricity	£27.24		10/12/2021	
	BULB ENERGY		Electricity	£27.24		10/01/2022	
	BULB ENERGY		Electricity	£27.24		08/02/2022	
	BULB ENERGY		Electricity	£27.24		27/03/2022	

ID	Date of Receipt	Source	Cash/Cheque/Paypal/BACS **** IMPORTANT** Once cheques have cleared, obscure this data	Value	Type	Dest ACC	Restricted Y/N
	16/06/2021		cash	£38.15	Donation	Metro	N
	16/04/2021		Cheque	£50.00	Donation	Metro	N
	09/06/2021		cash - birdboxes	£62.00	Donation	Metro	N
	09/06/2021		Redacted for privacy	£83.10	Donation	Metro	N
	09/06/2021		Cash - couldn't make garden show	£20.00	Donation		N
	09/06/2021		Brain Carline donated all proceeds	£1,320.00	Donation		N
	22/06/2021		Lesley deducted total from funds owed - to keep?	£38.15	Fundraising	Metro	N
			Bar - £674.55				
			Smash the Crockery - £76				
			Toss the bottle - £23				
			Dog show and agility - 434.30				
			Tombola - 175.5				
	11/07/2021		Guess the buttons - 46.50	£1,429.85	Fundraising	Metro	N
	22/10/2021		Returned Floats	£120.00	Misc		N
	03/11/2021		Change collected at roadside	£8.00	Fundraising		N
	02/06/2021		Donation from meats at dog show	£240.00	Fundraising		N
	13/07/2021		Pizzas from dog show + dibbers	£29.25	Donation	Metro	N
	15/06/2021		Solar panels	£837.14	Solar Panels	Metro	N
	08/04/2021		Covid support	£8,000.00	Grants		N
	07/04/2021		Just Giving	£1.69	Donation		N
	29/04/2021		Donation for pool table	£200.00	Donation		N
	13/04/2021		Repayment in error	£38.55	Misc		N
	24/05/2021		Egg Box	£30.00	Donation		N
	24/05/2022		Smile	£20.11	Amazon Smile		N
	04/06/2021			£20.00	Donation		N
	02/07/2021		Business rebate	£180.00	Misc		N
	13/07/2022		Pizzas from dogshow	£26.25	Donation		N
	15/07/2021		Additional monies	£68.85	Donation		N
	17/08/2021		Smile	£20.09	Amazon Smile		N
	04/08/2021		Star wars Andor filmng in village donation	£1,000.00	Donation		N
	27/09/2021		Refund of credit	£862.54	Misc		N
	16/09/2021		Solar panels	£284.23	Solar Panels		N
	19/11/2021		Just Giving Spooky drive through	£309.12	Donation		N
	17/11/2021		Refund of credit	£456.66	Misc		N
	13/12/2021		Smile	£17.23	Amazon Smile		N
	06/12/2021			£363.20	Fundraising		N
	19/01/2022		Gift aid	£479.02	Gift Aid		N
	13/01/2022		Just Giving Christmas Drive through	£163.07	Donation		N
	23/02/2022		Smile	£19.90	Amazon Smile		N
	31/03/2022			£4,402.50	Rental		N
	16/09/2021		Covid Support	£5,574.00	Grants		N
	14/05/2021		Carpark and toilet donation	£25.00	Rental		N

Redacted for privacy



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
West Hanningfield Village Hall

On accounts for the year  
ended

March 2022

Charity no  
(if any)

301430

Set out on pages

1-4

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 / 03 / 2022 Y.

Responsibilities and  
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent  
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in the brackets if they do not apply.

Signed:

Cameron Munro

Date:

27/01/2023

Name:

Cameron Munro

Relevant professional  
qualification(s) or body  
(if any):

CIMA

Address:

192 Beaulieu Gardens, Camberly, Surrey, GU17 0LF

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

I can confirm the accounts are presented accurately for 2022 and are not materially mistated.